

DEVELOPING HIGH-IMPACT VOLUNTEER PROJECTS

This tool is intended to assist agencies in assessing their unmet needs and to envision how highly skilled transitioning and retired volunteers can help meet those needs

The three categories this form uses to help organizations assess their own needs and the ways that highly skilled volunteers might meet those needs are listed below. Note that the groupings are not intended to be all inclusive or set in stone. Their purpose is to help agencies categorize their needs, and eventually to help volunteers find appropriate opportunities.

Programmatic—Includes developing, implementing, managing and/or evaluating projects.

Example: Designing a public relations campaign for a computer training program in a low-income community.

Organizational—Includes HR, financial management, administrative, strategic planning, and grant writing.

Example: Redesigning and updating a method for a nonprofit to manage its income and expenditures, updating a Volunteer Handbook, conducting a training session on a specific topic.

Technical—Includes computers, IT, and projects related to facilities maintenance and improvement.

Example: Installing and networking a new computer system.

In completing the form, please keep the following in mind:

- It is fine to submit more than one project – however, please complete one form per Project.
- Projects should be SHORT-TERM – ie, with an expected completion date of 3 months or less from the start of the project.
- If you have a specific deadline for beginning/completing the project, please be explicit – bear in mind that the appropriate volunteer may not be available at the time of your submission – flexibility can make a successful match more likely!
- Make sure that you have the available resources needed to complete and/or implement the project – this may mean having the appropriate software (or access to it), having the approval of your Board, etc.

Pro-Bono Consultant Project Proposal

1. AGENCY:			
3. FIELD OF SERVICE (Human Service, Environmental, Children, etc)			
4. CONTACT (Name, Phone and e-mail)		6. DATE COMPLETED:	
5. AUTHOR (of this project description)		7. DATE UPDATED:	
PROJECT CATEGORY (See categories)			
PROJECT NAME			
A. BACKGROUND INFORMATION (<u>±</u> 150 words describing the agency, mission, clients, etc)			
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B. PROJECT DESCRIPTION (100 words or less – include if work is to be done off-site)			
•			
C. DESIRED OUTCOMES (50 words or less – what do you want at the end of the project?)			
•			
D. REQUISITE SKILLS (50 words or less –professional expertise, traits, etc)			
E. RESOURCES NEEDED (50 words or less):			
F. PROJECT TIMEFRAME (50 words or less – use your best estimate- be realistic)			